

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Public Services – Personal Files – Annual Confidential Report to the Government Employees of the cadre of Group-I, Equivalent cadre and above level officials – Online Portal Introduced – Further Instructions – Issued.

GENERAL ADMINISTRATION (SER-C) DEPARTMENT

G.O.Ms.No.12.

Dated:13.02.2024.

Read:-

G.O.Ms.No.103, G.A. (Ser.C) Dept., dt.27-09-2023.

ORDER:

In the G.O. read above, orders have been issued for introducing Online System for submission of ACR Format known as PAMS-GI (Performance Appraisal Management System for Group-I and equivalent Officers) on electronic mode for the Government Employees of the cadre of Group-I and Equivalent cadre and above level Officials from the financial year 2023-24 onwards. In this regard, the following further instructions are issued in addition to the earlier instructions given vide G.O. read above:

- a. The URL for the maintenance of Online ACRs shall be <http://pams.apcfss.in>. User Manual for Online ACRs is available and can be accessed at the above URL for reference.
- b. In the G.O. read above, among others, the Spl. Chief Secretaries / Prl.Secretaries / Secretaries / E.O. Secretaries to Government of Administrative Department in Andhra Pradesh Secretariat will act as Custodian of Online ACRs of the Officers under his control.
- c. Further, the Middle Level Officer (MLO) i.e. Additional Secretary to Government/Joint Secretary to Government/Deputy Secretary to Government dealing with Office Procedure or if more than one HOD is under the control of Administrative Department, the subject dealing MLO of Administrative Department is designated as Manager of PAMS-GI of HODs concerned.
- d. The designated MLOs who are acting as Managers for the maintenance of PAMS-GI in the respective Administrative Department of A.P.Secretariat are shown in Annexure to this order.
- e. The roles and responsibilities of the Middle Level Officer (MLO) concerned acting as Manager are that:
 - i) The Middle Level Officer concerned shall monitor as to whether out of the total officers who fall under the submission of Online ACRs, how many officers have uploaded in Part-I of Form-A and how many officers have not uploaded within the stipulated time as per the timelines prescribed in the G.O. read above.
 - ii) The status of the Online ACRs at the level of Officer Reported upon in Part-I of Form-A, Reporting Authorities in Part-II and III of Form-A and Remarks of Reviewing Authority at part-IV of Form-A shall be monitored.
 - iii) The Middle Level Officer concerned shall keep custody of the Online ACRs which were received in his/her Inbox of the Portal of <http://pams.apcfss.in>.

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- iv) With the approval of the Spl.C.S./Prl. Secretary/Secretary/EO Secretary concerned of the Administrative Department, on receipt of the request from the officer to be reported upon in Part-I of Form-A, the MLO concerned shall process and extend further grace period of one month on valid grounds, to fill up the Part-I of the ACR and thereafter 15 days each to Reporting Officer for filling up of Part-II & III and Reviewing Authority for filling up of part-IV of ACRs.
- v) The Middle Level Officer concerned shall maintain a statement containing the information i.e. the names of the officials who initiated the Online ACR, No. of persons not initiated and total pendency of the ACRs at 3 Levels by using the Management Information System (MIS) of the Website.
- vi) The Middle Level Officer concerned shall review the progress of submission of ACR Online as frequently as possible but gap period shall not be later than three months for each review and submit the report to the Secretary of the Administrative Department concerned for instructions.
- vii) In respect of the ACRs, which are containing adverse remarks against the officers reported upon, the MLO concerned shall take further action as per the existing instructions on this aspect.
- viii) The administrative Department of A.P. Secretariat is responsible for the maintenance of ACRs of the officers under its control.
- ix) In case of any operational issues or any technical problems, the MLOs concerned shall contact the APCFSS officials, Mangalagiri for early resolving the same.
- x) The Middle Level Officer concerned after receipt of the ACRs shall store and get prints whenever the requirement of the ACRs by the Secretary of the Administrative Department.
- xi) The designated Middle Level Officer acting as Manager/Custodian for PAMS-GI shall create workflow of the individual officer of his/her administrative department and further generates the PAR of the respective officers and sends the blank PAR through online system to the individual officer for the period of every preceding financial year.
- f. If the Middle Level Officer is not posted or vacancy arises in the Department, in such cases, the Assistant Secretary to Government of the subject concerned or any Middle Level Officer of the Administrative Department, shall be designated as Manager / Custodian of the Online ACRs by the Secretary to Government dealing Office Procedure of the Department. The same may be intimated to APCFSS at mail id pamstechsupport@apcfss.in for appropriate change in CFMS ID of the Officer.
- g. The Reviewing Authority after filling up of the Part-IV of the ACR and after digitally signed shall forward the same through Online Portal to the Secretary concerned of the Administrative Department in Andhra Pradesh Secretariat for taking further action.
- h. Whenever, the Secretary concerned of the Administrative Department / MLO concerned is transferred or incharge arrangements are made to the posts, the CFMS ID of the concerned shall be assigned by the Secretary concerned / Office Procedure or Establishment section of the Administrative Department in consultation with Andhra Pradesh Centre for Financial Systems and Services (APCFSS). The email ID of APCFSS for technical assistance is pamstechsupport@apcfss.in.

//3//

- i. All the Government servants who are fallen under Group-I, Equivalent category and above shall submit the ACRs Online in terms of G.O.Ms.No.103, G.A. (Ser.C) Dept., dt.27.09.2023 and as per these guidelines even if they are on leave/training/OD/Deputation, which was sanctioned by the Competent Authority. The Govt. servants who are under suspension/un-authorized absence/dismissal /removal from service are not eligible for initiation of ACRs Online.
2. The CEO, APCFSS, Mangalagiri shall take further action to update the URL as per the orders issued in G.O.Ms.No.103, G.A. (Ser.C) Dept., dt.27.09.2023 and as per these guidelines and shall maintain the Website for the above purposes.
3. These guidelines shall be followed scrupulously and any deviations by the Government servants concerned will be viewed seriously and liable for disciplinary action.
4. This order is available in Online and can be accessed at www.apegazette.cgg.gov.in.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

Dr.K.S.JAWAHAR REDDY
CHIEF SECRETARY TO GOVERNMENT

To

The Chief Executive Officer, APCFSS, Mangalagiri.

All Spl. Chief Secretaries / Prl.Secretaries / Secretaries / E.O. Secretaries to Government, A.P.Secretariat.

All Departments of Secretariat.

The Middle Level Officers (MLOs) through the concerned OP Departments.

All Heads of Departments.

All District Collectors.

All Service Sections in General Administration Department.

General Administration (SC.F) Department.

Copy to:-

The Director General, Anti-Corruption Bureau, AP, Vijayawada.

The Secretary to Vigilance Commissioner, APVC, Velagapudi.

P.S. to Spl.C.S. to C.M., C.M's.Office.

P.S. to C.S.

P.S. to Secretary (Ser & HRM).

SF/SC.

//FORWARDED:: BY ORDER//


SECTION OFFICER



Contd...Annexure

Annexure to G.O.Ms.No.12, G.A.(Ser-C) Dept., Dated:13.02.2024.

Sl. No	Name of the Admn. Dept. in A.P. Secretariat	Name of the Designated MLO as Manager of Online ACRs (S/Sri/Smt)	CFMS ID of the MLO concerned	Official Mobile No. & email ID
1	Agriculture, Coop & Marketing	1.M.MamathaSundari, Addl. Secretary (Horti & Seri)	14407633	8374566593 mamatha.sundari@gov.in
		2. A.Sivanagi Reddy, Joint Secretary (AGRI)	14406455	9154140141 are.siva@ap.gov.in
		3. D.Sujatha, Joint Secretary (COOP)	14407645	8978276544 sujatha.as@gov.in
		4. K.Lakshmi Bai, Deputy Secretary (MKTG)	14406589	9515115179 lakshmibai.k@gov.in
2	AHDD&F	K.Eswari, Deputy Secretary	14407644	9154388722 ahdsop1@gmail.com keswari.tw-ap@nic.in
3	BC Welfare	S.Erimiya Raju, Deputy Secretary	14406580	7288878754 erimiaraju.s@gov.in
4	CAF&CS	Gangadharam, Assistant Secretary	14409678	0866-2445654 apcafandcs@gmail.com
5	EWS Welfare	N.V.VeeraKumari, Deputy Secretary	14359687	9154936500 nvveerakumari.tw-ap@gov.in
6	Skill Development and Training	Ch.V.S.R.K. Prasad, Addl.Secretary	14410828	9154973975 chinnam.vsrkp@nic.in
7	Revenue (DM)	G.Nagaiah, Deputy Secretary	14406971	9154309872 tappal-rdm01@ap.gov.in
8	Energy	B.A.V.P. Kumara Reddy, Joint Secretary	14362581	9849908581 kumara.reddy@gov.in
9	EFS&T	P.Phala Chandra Rao Addl.Secretary	14406453	9959020024 Phalachandrarao.p@gov.in
10	Finance	1. Y.Veeraja Babu, Joint Secretary	14406440	9000172277 yaragamv@gmail.com
		2. Y.Siva Rama Krishna, Deputy Secretary	14406452	9948287882 yannamkrishna63@gmail.com
		1.N.Srinivasulu, Addl. Secretary (APPSC)	14407616	8074729508 srinivasulu.n19@gov.in
		2. N.Sudhakara Rao, Deputy Secretary (Director of Translations)	14410732	9908018539 sudhakararao.n@gov.in

11	GAD	3.M.Balasubrahmanya m Reddy, Deputy Secretary (Department of Protocol, Resident Commissioner, AP Bhavan, New Delhi)	14465242	9603717060 balasubrahmanyam.m @ap.gov.in
		4. B.Vijaya Lakshmi, Deputy Secretary (Director General, Anti Corruption Bureau)	14357464	7995016338 vijayalakshmi.n10 @gov.in
		5. N.Aruna Kumari, Asst. Secretary (A.P. Press Academy) (Commissioner, Information and Public Relation Dept.) (AP State Film, Television and Theatre Development Corporation)	14409134	7995016314 arunakumari6663 @gmail.com
12	GV/WV&VS/W S	K.Jhansi Rani, Deputy Secretary	14362706	7995741119 gvwvvsws.secretariat @gmail.com
13	HM&FW	1. P.Suvarna Rani, Addl.Secretary	14372194	9000348956 suvarnarani68 @gmail.com
		2. M.Chinnapa Reddy, Joint Secretary	14360751	9000901921 mcreddy1665 @gmail.com
		3. K.V.N.Vijaya Kumar, Deputy Secretary	14362427	7288878752 kvnvk1962@gmail.com
		4. S.Jagan Mohan Reddy, Deputy Secretary	14363280	7288878760 sanjamalasjmreddy @gmail.com
		5. K.Radhika Manjari, Deputy Secretary	14410346	7288878758 rahikakasibhotla @rediffmail.com
14	Home	1.K.V.Kishore Kumar, Joint Secretary (Courts)	14359157	9866483077 kishorekumar. kv@gov.in
		2. O.Hussainaiah, Deputy Secretary (Police)	14409123	9160405297 hussainaiah.o@gov.in
15	Housing	P. BalamuniSekhar, Joint Secretary	14360648	7093605245 blamunisekhar.p @gov.in
16	Higher Education	1.Y Venkatapathi Rao, Joint Secretary	14410872	9542445274 jsvenkata123 @gmail.com

17	School Education	1. M.Bhaskar, Addl.Secretary	14362733	9849626099 bhaskar.mallepogu@ap.gov.in
		2. K.Swarnalatha, Deputy Secretary	14409908	9100965070 swarnalatha.k@ap.gov.in
		3. R.Venkateswarlu, Deputy Secretary	14404543	9000904629 venkateswarlu.r@ap.gov.in
18	Industries & Com.	I.Mohan Rao, Addl.Secretary	14357465	9121106844 mahanrao.napanuri@gov.in
		D.Rama Devi, Joint Secretary	14410170	8008082727 rama.devi77@gov.in
19	ITE&C	G.Rajendra Prasad, Joint Secretary	14457744	9492781058 js_hrd_itc@ap.gov.in
20	I&I	Y. Sreeram, Asst. Secretary	14410883	8790205508 ram.ys@nic.in
21	LFB&IM	B.Raghuveeranjaneyulu, Deputy Secretary	14406457	9154387190 raghuveer.b@gov.in
22	Law	V.Venkateswara Rao, Joint Secretary	14408090	7660907333 rao.vv@nic.in
23	Legislature	P.V.Subba Reddy, Joint Secretary	14407065	9989056079 pvsreddy1967@gmail.com
24	Minorities Welfare	D.RoseLatha Bai, Addl.Secretary	14408096	9121302503rlata.devarapalli@nic.in
25	MA&UD	1.D.Aruna, Addl.Secretary (ENC-PH/TIDCO, APHB and others)	14359427	7093005196 aruna.devarakonda@gov.in
		2.M.Prathap Reddy, Addl.Secretary (DTCP and others)	14363269	7993352741 mallireddy.prathap@nic.in
		3.K.Rama Mohana Rao, Joint Secretary (C&DMA, MEPMA and others)	14410730	9121297788 ramamohan.k@gov.in
26	PR&RD	M.Hanumantha Reddy, Addl.Secretary	14408078	9154387199 hanumathareddy.m@gov.in
27	Planning	O.G.Radha, Joint Secretary	14409562	9948397505 radha.og1964@gmail.com
28	Public Enterprises	G.Padmini, Section Officer	14409903	9949991193 aspedepartment@gmail.com
29	RTGS	T.Venkateswarlu, Asst. Secretary	14428878	94909341140 tappal-rtg01@ap.gov.in

30	Revenue	1.S.Venkateswarlu, Joint Secretary (1.Excise, 2.Regn. & Stamps)	14410868	9963955355 venkateswarlu.s @gov.in
		2.B.Suryanarayana, Joint Secretary (Endowments)	14410201	9866822332 suryanarayana.b @gov.in
		3.T.Pampapathi, Deputy Secretary (1.CCLA, 2.Survey & Settlements)	14407602	9989773272 pampapathi.t @gov.in
		4.D.B.Satyanarayana, Asst.Secretary, (Commercial taxes)	14363000	7997953226 db.satyanarayana @nic.in
31	Social & Tribal Welfare	1. RMJ Naik, Addl. Secretary (TW)	14409098	8886620964 naik.rmj @gov.in
		2.S.S.Peeran, Deputy Secretary (SW)	14372219	8886620962 peeran.ss @gov.in
32	TR&B	1.B.Narasimha Reddy, Addl.Secretary (TRANSPORT& PTD)	14362415	9581992013 transportrbop @gmail.com
		2.Y.V.S.Prasad, Joint Secretary (R&B)	14410446	9154347097 transportrbop @gmail.com
33	Water Resources	M.V.L.Kali Kumar, Addl.Secretary	14359156	9032200149 kalikumar.mvl @ap.gov.in
34	WCDA&SC	1.N.Srinivasa Rao, Joint Secretary (WD&CW)(WDAT&SC)	14363308	9160137777 nsrinivasa.rao @gov.in
		2.V.Srinivasulu Reddy, Deputy Secretary (JW,CS&WSC))	14465795	9949355077 sreenivasulureddy.tw @ap.gov.in
35	YATC	A.Vijaya Lakshmi, Addl.Secretary (FAC), YATC Dept.	13362806	9989269299 lakshmi.av@nic.in
36	Raj Bhavan (Governor's Secretariat)	P.S.Surya Prakash, Joint Secretary to Governor	14393130	8712655699 jointsecretarytogovern or@gmail.com

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